

**Amendment to Alabama College System  
Records Disposition Authority**

**(Alabama Industrial Development Training)**

**Presented to the  
State Records Commission  
October 24, 2003**

## Alabama Industrial Development Training (AIDT)

### Records Title

### Disposition

#### *Main Office*

**Program Administrative Files.** Records documenting the activities of an agency or division. This series consists of the meeting summaries of the advisory council and subject files documenting the administration of various projects for companies. Typical records in these files include administrative correspondence, memoranda, reports, agency publications, and other materials concerning agency policy, procedures, organization, programs, and fiscal or personnel matters.

P E R M A N E N T  
RECORD.

**Records documenting interaction with companies that do not utilize the services of AIDT.** Records documenting meetings with companies/prospects before a decision is made about coming to Alabama and using the services of AIDT. These files contain contact reports, letters, and miscellaneous documents.

Temporary Record.  
Retain 3 years.

**Records documenting interaction with companies that utilize the services of AIDT.** Records documenting training projects, including management instruction for supervisors. Types of records in these project files may include, but are not limited to, project file information sheet; summaries of meetings, copies of instructor contracts, official letter of commitment (LOC) sent to company, signed LOC received back from the company, closure letter and/or memorandum, AIDT service appraisals, and trainee summary reports. Project files should be maintained permanently to document training services provided to companies in Alabama.

P E R M A N E N T  
RECORD.

**Trainee Files.** Trainee files are a series of different files indicating the path of the selection and interview process for a company for which AIDT is providing interviewing and screening assistance.

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| <p><b>a.      Records documenting applicants accepted for an interview but not accepted into the class.</b> Records documenting individuals selected for an interview, including those who did not show up for the interview, those rejected after the interview, and those placed on standby. These records are filed by company name and interview date and are only needed for short term reference.</p> <p><b>b.      Records documenting applicants accepted for a class.</b> Records documenting applicant name, address, and interview date of those accepted for a class. Original applications of those accepted and a copy of the acceptance letter are also filed.</p> | <p>Temporary   Record.<br/>Retain 1 year.</p> <p>Temporary   Record.<br/>Retain 2 years from<br/>training completion.</p> |
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***Special Project Training Sites***

<p><b>Application Files.</b> Records documenting the application process. These files include items such as applications for employment with the company, interview summary sheets, pre-employment training score sheets, and any correspondence from the applicant. These records need to be maintained three years from date of last activity.</p>	<p>Temporary   Record. Retain 3 years from date of last activity.</p>
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## **Requirement and Recommendations for Implementing the Records Disposition Authority**

Under the Code of Alabama 1975, Section 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Alabama College System (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submit an annual Records Disposition Authority (RDA) Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in October of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.
- Permanent records in the agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency--wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on October 24, 2003.

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Edwin C. Bridges, Chairman, by Tracey Berezansky  
State Records Commission

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Date

Receipt acknowledged:

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Dr. Roy Johnson, Chancellor  
Department of Postsecondary Education

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Date